Vicksburg Band Boosters, Inc.

Minutes of the Board of Directors

May 21, 2014

The Board of Directors of the Vicksburg Band Boosters, Inc. convened at approximately 7:00 PM at Vicksburg High School. Present were Tabitha Farnham, President; Karen Couk, Secretary; Craig Rolfe, Member at Large; Ben Rosier, HS Band Director; Noreen Garrido, Treasurer; Kelly Soekarmoen, Vice President and Fundraiser Coordinator; Kim Warner, Middle School Liaison.

**I. Approval of Minutes from the March 5, 2014 meeting.** Kelly Soekarmoen motioned that the minutes be approved with minor changes. Ben Rosier seconded the motion. Motion approved.

**II. Approval of Financials**

We have a bank balance of $27,307. We received $5,000 from Meijer and $4,300 from the Walk-a-thon. Ben Rosier motioned that the Treasurer's Report be approved as given. Tabitha Farnham seconded the motion. Motion approved.

**III. Resignation of the position of Parent Liaison**

Cindy Cross’ resignation is effective upon receipt. We should follow up with a thank you note for her service. Tabitha will write the thank you note. We need to work on a job description for this position. With the new website the job description has changed. The volunteer coordinator and parent liaison could almost be the same person. We need to let parents know there is a parent liaison position open. Mary Burke may be a good person for the position and she is willing to do it. Ben will ask Mary if she would be interested in the position. Noreen is in favor of opening the position to everyone.

IV. **Walk-a-thon Recap**

Asking for donations after a trip can be difficult. Kelly is pleased with what was made at the Walk-a-thon. Kelly’s goal was to try to expand the event beyond the band parents and reach out to the community and get them involved. Kelly mailed letters to all businesses and groups in town and tried to encourage them to form a group and come and support the band. One business responded and gave $100. Kelly wanted to try and turn the Walk-a-thon into something like the Hearty Hustle as she wanted to let people know what the band is doing. Kelly was disappointed that the Walk-a-thon did not turn out as she had planned. She was also disappointed that half of the band showed up half way through the event. A busy week was part of the problem. Kelly’s research shows that Sunday is not a good day to have a Walk-a-thon. Another day would be better. Ben has a list of what the students thought. Some of their thoughts: don’t rely on HS motivation to get pledges, send groups out to canvas the community for pledges in uniform, raffle ticket/prizes for every mile walk/run, add a biking aspect, a bike event with an entrance fee, Fri. night under the lights, entrance fee vs. pledges, and social media reminders (Ben already does this). The students liked the emphasis on the physical side not on performance or pledges.

Kelly had never done anything like this before. A let down was most of the students were gone when the prizes were given out. We have never budgeted money for the Walk-a-thon. It would be good to budget money for fundraising events. We should budgeted $400 for posters and other items like prizes. Kelly will pass on a list of things that need to be done for a Walk-a-thon. We also need a way to get information to the newspaper.

V. **High School Band Director**

A. Festival Disney Trip Recap – vicksburgbands.com has info on the trip and the volunteer work the students did while in Florida. The Symphonic Band had an outstanding performance. Mark Dixon did a great job planning the trip. The trip is paid in full. The students did a great job. Ben would like to thank the VBBI for their help in making the trip happen.

B. Fundraising - School vs. VBBI

VBBI will keep the Band-a-thon, Jazz Night Out, and Walk-a-thon fundraisers. Should we add more fundraisers?

Ben was contacted by Dan Roberts (former percussion instructor) about using a value card as a fundraiser and stream lining the card. Dan now has a business where he will go to businesses and ask them to buy in to the card and then produce the cards. The band will make 70% of the sale of the cards. If Ben decides he wants to do this fundraiser before school starts, does VBBI want to take on this fundraiser or let Ben run it through his trust and agency account? Dan will talk to the businesses that Ben would like to see on the card. If we do this fundraiser the focus would be on South Portage and Vicksburg. We have to pay for the production of the cards. There is no minimum to order. If the fundraiser went to Ben’s trust and agency account the money would be used for instruments. Ben Rosier motioned that we use Roberts’ fundraiser for the 2014-15 school year. Tabitha Farnham seconded the motion. Ben Rosier motioned that Kim Warner take charge of the Value Card Fundraiser. Kelly Soekarmoen seconded the motion. Motion approved. Kim has the authority to run with the fundraiser.

C. Uniform Debt

Noreen Garrido motioned that we pay $10,000 of the uniform debt. Ben Rosier seconded the motion. Motioned approved.

D. Marching costs for 2014

Ben thinks the cost for the 2014 Marching season will be same as 2013. He hopes that we will have enough uniforms. He currently has 184 students on his roster. Ben can see the color guard cost growing. We will have 22-23 students in color guard next year.

E. Instrument purchases

Ben bought a new chime stand and a new table for mallets and bells this year. Next year he hopes to purchase a Tenor Sax ($2400) and a Bari Sax (list $3,600 school price is less). Ben receives $5000 for instrument repair and replacement from the school. He does not think he will need much else for the marching season. The Middle School program should be ok as Patty has received a grant for instrument purchases and she has a fundraiser that helps pay for instruments. The other major need is music stands. They cost $50 each.

VI. **Merchandise**

A. Merchandise for concerts

Ben feels merchandise set up at concerts is something that happens at the last minute. This is an area where the Signup Genius system will help. We have helpers for the spring concert. All Joy merchandise should be discounted at the concert. Ben would like Noreen to make decisions on when to reduce the price of merchandise. The decision to reduce the price should be made before event. When reducing the cost we don’t want to lose what the merchandise cost VBBI. Ben Rosier motioned that we leave merchandise pricing up to the treasurer. Tabitha Farnham seconded the motion. Motion approved.

B. Merchandise for next school year

Ben has had 5 parents contact him about designing shirts for next year. Some parents want the names on the shirts. The problem with putting the names on the shirts is that the list of names may not be finalized until a week before camp and then we are unable to get the shirts in time for camp. VBBI will sell the design Ben has determined.

We can take the bulldog off the generic t-shirt. Ben would like the marching members in generic shirts. They could be black for under the uniforms. Jenison has a generic shirt and the show shirt is optional.

Ben would like to delegate the generic t-shirt design. Ben Rosier motioned that Kim Warner be in charge of a new generic design to be approved by board and finalized by June 10, 2014. Tabitha Farnham seconded the motion. Motion approved.

Ben is in charge of the show shirt.

VII. **Jazz Night Out (JNO) Planning**

Tabitha has a temporary hold at the Air Zoo for Jan 31, 2015 and Feb. 14, 2015. The Air Zoo will let her know if someone else wants those dates. We should budget $2600 for the Air Zoo rental. Tabitha has 4 people that have agreed to be on a JNO board with her.

Tabitha is working on getting donated items. She wants to meet monthly with the JNO board to plan and get donated items. Many places will donate if ask more than 6 weeks in advance.

Tabitha has a folder with comments from this year’s JNO.

VIII. **New Business**

Ben Rosier motioned that we allot $400 start up money for a walk-a-thon/biking event. Kelly Soekarmoen seconded the motion. Motion approved.

Kelly shared a grant proposal to the Vicksburg Foundation asking for help in paying for the uniforms. Ben will add information about the awards won at Festival Disney. Kelly can also mention what else funds have gone for. Kelly will make corrections. Craig Rolfe motioned we authorize the fundraiser coordinator to finalized the grant. Noreen Garrido seconded the motion. Motion approved.

Craig will get prompted to re-register as a non-profit. We may need our financials when we re-register. Craig will file the request in a timely manner. Noreen has a copy of the 990N filing.

When the 50/50 raffle dates are set Craig needs to prepare a raffle request. He is going to request large raffle for day of community game. Large raffles are $50 each. Small raffles are 3 for $15. This year we have 4 home games. Noreen Garrido motioned that VBBI pay for raffle licenses for the 2014 home football games. Ben Rosier seconded the motion. Motion approved.

The school website (vicksburgcommunityschools.org) still points to vicksburgbands.org. We need to decide what we will do with the vicksburgbands.org website. The fee is due this summer. Noreen Garrido motioned we stop using vicksburgbands.org and make a full switch to vicksburgbands.com by July 31, 2014. Ben Rosier seconded the motion. Motion approved.

Noreen mentioned an article in the South County News about endowments. The Vicksburg Foundation will match if a non-profit organization has $25,000. This may be a goal we should work for.

Friend of the Band (FOB) – The FOB campaign runs during the months of July & August. There are times when organizations/individuals give donations thinking the donation is a Friend of the Band donation and should receive the FOB benefits. If an organization/individual gives during the FOB campaign they will receive the FOB benefits, if they give at another time their name will be mentioned but they will not receive the FOB benefits.

Trailers - The person taking care of the trailers for the last 4 years did so as a donation. This person is will no longer be helping with the trailers and we need to allocate funds to have someone make needed repairs. We will put “Meijer” on the trailer when we put the 2014 names on the trailer. The concern is getting the old names off without tearing the wrap off. We are looking for someone to do the wrap and labeling of the trailer. We would prefer it to be donated.

Kelly Soekarmoen really needs to step down. She has done a phenomenal job! Ben Rosier formally accepts the resignation of Kelly Soekarmoen from VBBI, effective today, May 21, 2014. Kelly will finish foundation grant she has started.

Tabitha has some names for open positions (Vice President, Fundraiser Coordinator, and Parent Liaison).

Kim Warner will work on the Friend of the Band (FOB).

Tabitha Farnham will take on the responsibilities of the Fundraiser Coordinator until a replacement can be found.

Skip Knowles is looking for someone to take over the craft show at the Vicksburg Car Show. He is looking for someone to watch what happens this year. Michelle Morgan may be a possibility even though does not have student in band as she has worked on the Project Graduation Craft Show. Skip is also looking for someone to take over the Car Show Silent Auction, we could make money on it, not be this year but next.

Tabitha Farnham motioned that we adjourn. Noreen Garrido seconded the motion. Meeting adjourned 10:10 at PM.

Next meeting: July 8, 2014 at 7:00.

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Karen Couk, Secretary